

WinCapWEB Employee Self Service

Employee Deductions

The Employee Deductions section will show your current NYS IT-2104 and W-4 status and allow you to initiate change requests.

WinCapWeb > Employee Self-Service > Employee Deductions

Please review your W-4 and NYS IT-2104 elections carefully. If changes are necessary, please select the "Add Change Request" button to submit a change. The changes will be reviewed and processed by HR.

W-4 Details

Exempt:
Marital Status:
Exemptions:
Additional Amt/Pct:
Tax Notes:

[+ Add Change Request](#)

NYS IT-2104 Details

Marital Status:
NYC Resident:
Yonkers Resident:
Allowances for NYS and Yonkers:
Allowances for New York City:
Additional Amount NY State:
Additional Amount NY City:
Additional Amount Yonkers:
Tax Notes:

[+ Add Change Request](#)

In order to initiate a change request, select "add change request"

Employee Withholding Allowance Changes

0-0 of 0 First | Previous | Next | Last

Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
[no records]					

0-0 of 0 First | Previous | Next | Last

Any change requests that you have submitted will appear in the change grid with the status of the change request and any comments that the PR office as written back to you

Additional Amount Yonkers:
Tax Notes:

[+ Add Change Request](#)

Employee Withholding Allowance Changes

1-2 of 2 First | Previous | Next | Last

Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
W4	11/27/2013	Withdrawn		11/27/2013	
W4	12/06/2013	Pending		11/27/2013	

1-2 of 2 First | Previous | Next | Last

Last Refreshed: 10:21:56 AM [Refresh Data](#)

Pending requests can be modified or withdrawn until they are posted. Select the pencil to modify the request and the red x to withdraw the request

The Status column will indicate whether the change request has been posted to your employee record or if it is still pending

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WinCapWEB Employee Self Service

W-4 Change Request

W-4

Employee Number
First Name, M.I.
Last Name
Effective Date [Select Pay Date](#)
Marital Status:

Note. If married, but legally separated, or spouse is a nonresident alien, select Single.

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on the income earned from all of these jobs.
Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding; **or**
(b) Use the Multiple Jobs Worksheet and enter the result in Additional Amount Withheld; **or**
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for each job. This is more accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Multiply the number of qualifying children under 17 by \$2,000 \$
Multiply the number of other dependents by \$500 \$
Total \$

Other Income. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs \$
Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here \$
Extra withholding. Enter any additional tax you want withheld each **pay period** \$
 I claim exemption from withholding for 2022, and I certify that I meet **both** of the following conditions for exemption.
• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability **and**
• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Signature
Typing your name in the signature box and clicking the update button is the same as a written signature and is legally binding.

Comments

Pending changes differ from current WinCap information

When the W-4 change form opens up, select the applicable pay date the tax changes should be applied towards, make the changes, and type your signature. Once the form is completed select "Update" to submit the change request

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NYS IT-2014 Change Request

Employee Deductions [NYS IT-2104]

NYS IT-2104

Employee Number
First Name, M.I.
Last Name
Effective Date [Select Pay Date](#)
Marital Status: ▼
Note: If married but legally separated, select Single or Head of household.

Check if you are a resident of New York City? ▼
Check if you are a resident of Yonkers?

Total number of allowances for New York State and Yonkers if applicable:
Total number of allowances for New York City:


Enter any additional withholding per pay period under special agreement with your employer:
New York State amount:
New York City amount:
Yonkers amount:

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Signature

Typing your name in the signature box and clicking the update button is the same as a written signature and is legally binding.
Penalty - A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Comments

 Pending changes differ from current WinCap information

When the NYS IT-2014 change form opens up, select the applicable date the tax changes should be applied towards, make the changes, and type in your signature. Once the form is completed, select "Update" to submit the change request